

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: DOR Security Office
PROCEDURE # 6.5.8	SUBJECT: Safety Procedures and Emergency Contact Numbers	
EFFECTIVE DATE: February 8, 2011		
CONTACT: DOR Security Office		LOCATION: 501 High St, Station #17 PHONE: 502-564-5200

I. PURPOSE

In order to ensure the safety of the Department of Revenue employees, its visitors, and its property, the following Safety Rules and Procedures have been implemented. The cooperation of every employee is necessary to make the department a safe place to work.

II. PROCEDURE

Employees will observe and adhere to the following:

- A. **Building access:** All state government employees are issued state badges. Department of Revenue employees shall display their badges visibly at all times. Employees who work in the KY State Office Building (KSOB) have access to multiple building entrances. All other state employees must enter through the main entrance of the building through the visitor's entrance and register at the Security desk.
- B. **Tailgating:** Tailgating to gain entry to the KSOB or access to Department of Revenue floors is prohibited. The term "tailgating" is used to describe the situation where one or more people follow an authorized person through an access-controlled door when the authorized person opens the door legitimately. This can be done either with or without the authorized person's knowledge and/or consent. Never admit an uninvited guest or stranger into the building. Please refer them to the main entrance and Security desk. If you do not recognize a co-worker and cannot visibly see the state badge, do not permit the individual to enter the Department of Revenue entrances.
- C. **Visitors:**
 1. All visitors to the Department of Revenue who are not here on a work-related matter (personal visitors) must be pre-approved by your supervisor, before accessing or entering Department of Revenue work areas. Personal visitors, including minor children, must also sign in and out according to the prescribed register at the Security Desk on the first floor. All personal visitors will be issued a dated visitor's pass which should be returned to the issuing party when signing out. Any personal visitor failing to secure pre-approval and a visitor pass will be asked to leave the premises or until an authorized pass is obtained.
 2. Personal visitors must be escorted by an employee at all times. If an authorized visitor is seen without an escort, they shall be asked to leave the premises or return to the front desk until their escort is located. The routine

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or extended presence of friends and adult family members of department employees is also not permitted.

3. Excessive visitation at the department or failure to abide by this visiting policy may result in the loss of an individual's visitation privileges or additional actions deemed appropriate.
 4. While the department seeks to focus on providing an environment open to work and family issues, the workplace should not be used in lieu of a childcare provider. It is the employee's responsibility to arrange day care services when scheduled to work. It is the policy of the department that minor children of employees not be present at an employee's workplace -- in lieu of other child care arrangements during the employee's work hours -- unless pre-approved by your supervisor. Short-term exceptions will be permitted for true emergency situations.
- D. Suppliers, Contractors, Delivery Personnel:** Suppliers and delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas by first accessing the KSOB through the visitor's entrance.
- E. Document Safety:** Due to the nature of the department's function, the importance of securing and maintaining taxpayer records cannot be overstated. As such, being mindful of secured areas on all department floors must be enforced. Protecting confidentiality is a responsibility of all department employees.
- F. Personal Safety:** All employees should feel safe in the workplace. It is important that every employee be aware that violence and threats of violence are unacceptable workplace behaviors. The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Security. It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities security 9-564-9877.

Each department area should identify potential security risks and prepare an area safety plan, with clear expectations and safety roles for each employee to play. For additional information, please visit the Emergency Procedures for Employees by Building website at <http://finance.ky.gov/internal/emergency/>.

EMERGENCY CONTACT NUMBERS:

- Report any security threats to Management and State Office Building Front Desk 4-9749
- Workplace violence or threatening actions are to be reported to:

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- a. Management and Facilities security 9-564-9877.
 - b. Contact State Office Building Front Desk 4-9749 if additional assistance is needed.
- For medical situations:
 - a. Call 9-911 immediately.
 - b. If you call 9-911, please contact 4-9749 for additional assistance.

State Office Building Emergency Procedures for Employees:
<http://finance.ky.gov/internal/emergency/>